# Contractor Evaluation Quick Start

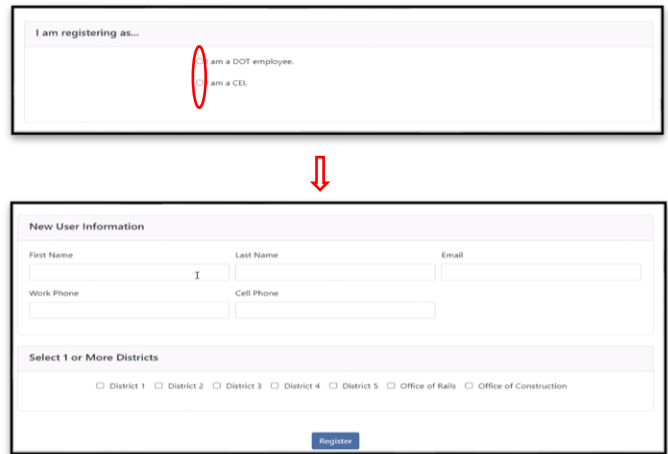1. Navigate to   **https://contractorevaluation.dot.ct.gov/**

2. Choose to register from the top right half of the screen or the tricolored area

a. Choose to register as a CTDOT employee or a CEI Fill out form.  (Example to the right)

b. All fields are required except cell phone and you must be associated with at least one of the Districts.  In a situation where someone is moving from one district to another you can be associated with more than one.  Once submitted you will get a confirmation that an e-mail has been sent to you.
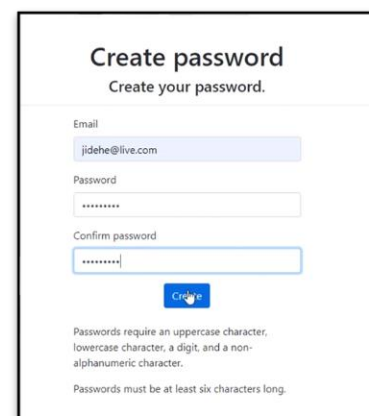
Go to your email and confirm by clicking the "confirm". This will send an e-mail to your district admin to approve you in the system.

Once approved, you will get another e-mail and you will need to set up your password by clicking the blue area in the email that says create password.

Next Create a password using the same e-mail address you registered with. Log into the system by choosing login from the top right  hand side and then you will see this screen:

From here you can create an evaluation, view all evaluations that have been created by you, or view all evaluations completed by others by clicking in the tricolored area of the screen.

1. Clicking "Create an Evaluation" will take you to the project Contract details screen:
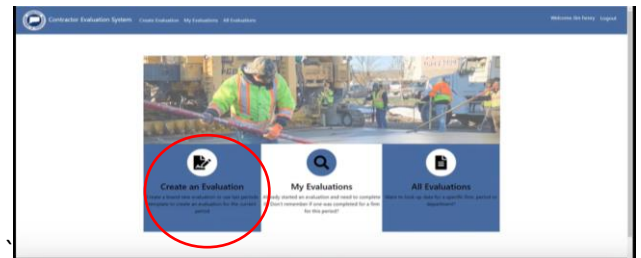


Ratings should be filled out for all the prime contractors and only for Subcontractors performing at least 25% of the original contrat value. Choosing a contractor will automatically fill in the address fields. The address fields cannot be modifed. If you need to modify them contact you district admin. Fill out all other boxes. Please note the type of review will change the dates that are reuired. Once all fields are filled out you will be able to hit next. The system will not allow you to move on if a field is not filled out.



From here you will be given a series of questions to rate. There are 23 questions that will need to be filled out. The first 20 are ratings and the last three are comments. At any time, you can hit the edit button and go back to the project details page. If a rating of 1 or 2 is chosen you must provide a comment. N/A are provided for some questions and will automatically be factored into the rating calculation if chosen. The questions can be answered in any order and you can save and exit and come back to the rating later. As you make changes to the questions, they will turn yellow.



If you have chosen 1 or 2 and have not added a comment, when you save it, it will stay yellow indicating you still need to add a comment. Question 7 has 2 questions; You should answer question 7a for horizontal projects and 7b for vertical projects. You should only answer one question. Once all questions have been answered you will see they are all green and a finish button will appear. Click it to review your evaluation and pass it forward for approval.

You will be able to see a pdf copy of your rating and note that it will be marked draft and flattened so it cannot be modified. Any changes need to be done within the system. If you are all set and ready to pass on to your supervisor click the check box. When you click the box, it will automatically fill in your e-mail address and you will need to fill in the e-mail address of the next person to review it. The next person needs to be registered in this system for you to pass it to them or it will not allow you to choose that e-mail address. And you cannot send it to yourself for approval either.



Your supervisor will get an e-mail notification that they have an evaluation to review and approve.



Supervisors will be given the choice to send it back with comment. Approve it and pass it on to someone else for review and approval or approve. Evaluations can be passed on as many times as needed or written by one employee and approved by a second. The person writing the evaluation cannot approve it. *Please note that all evaluations that have a score of 65 and below should be given to the District Engineer for approval*. Once the evaluation is approved the Draft stamp will be removed and you will send it to the contractor. The first year there will not be any contractors in the system, and you will need to type in the e-mail address you want to send it to. Once the contractors are registered the e-mails associated with a specific contractor will show up in a pulldown menu you can add multiple addresses. You will always have the option to add an email address that is not in the system.

The contractor will receive the following email and will need to register for the system if they havent done so already. *A CTDOT District Admin will need to approve the account before being able to sign in.*
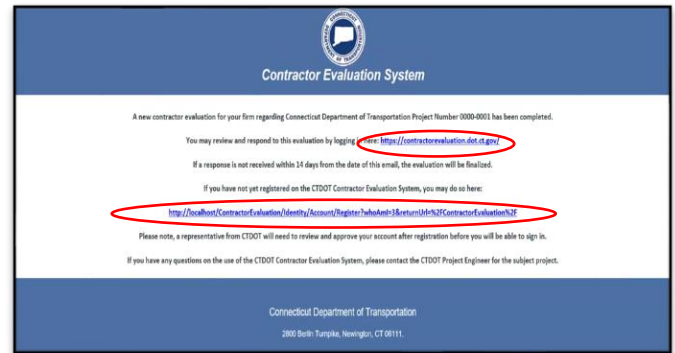


Once the contractor is logged into the system, they will be able to do the following:

- Sign the rating
- Request a meeting to review the evaluation
- Ignore the e-mail for 14 days (system sends out a reminder e-mail to complete the evaluation on the 14th day)



Once the rating is signed, the approver of the rating will receive an e-mail stating so. If this is the case, the contractor evaluation for the respective project is *complete*.
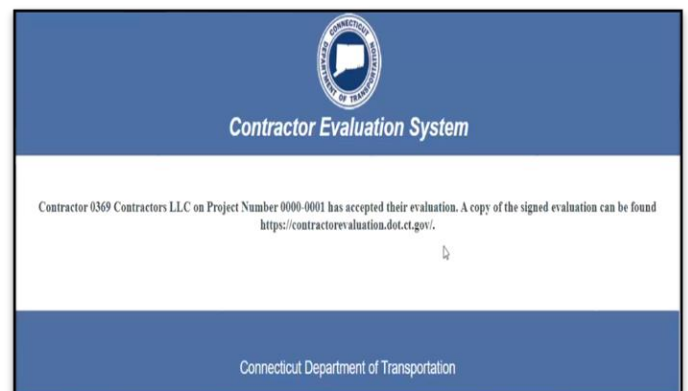


*If the contractor does not agree with the rating, the approver will receive an e-mail and they should schedule a meeting to discuss.*

Once and if the meeting has taken place to discuss the rating, the approver should document the general details of the meeting within the comments box in the system. The approver will again be given the following options:

- Return the rating to the preparer to make necessary revisions (comments must be provided)
- Send back to the contractor to be signed if they have agreed to sign the evaluation
- Finalize the evaluation without a contractor signature.



If the contractor ignores the original email for approval of the evaluation, the system automatically sends an e-mail to them on the 14th day reminding them. The e-mail also states they need to complete the evaluation by COB the same day, or the evaluation will be finalized without a signature.
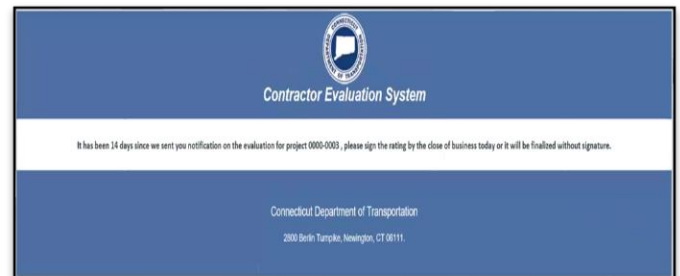


Also, on the 14th day, the approver of the evaluation will receive an email that the rating has been moved to the "Not Signed" list. *Once the contractor has been given enough time and guidance to sign the evaluation but has yet to do so, the approver should submit/finalize the evaluation without a signature.*



All comments internal and external will be tracked in the notes section of the system. Simply click on the green *(+)* sign to view them.

**If you would like to learn more about the system or have any problems, please see the following link to a recording of a how-to video (Also found within the application):**
https://contractorevaluation.dot.ct.gov/Home/Video